



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 9/1/99

SECTION 311	SUBJECT EMPLOYMENT PROCESSING
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I. GENERAL

New employees as well as employees transferring from a part time or temporary position to a regular, full time position are required to attend employment processing conducted by the Personnel Department. This process is required to place an employee on the City payroll and to enroll the employee in various benefit programs as appropriate. The employee is also given information regarding City employment, benefits, and applicable personnel policies. The employment processing should be conducted before an employee actually begins work, but may be conducted during the employee's first week of work when no other arrangements can be made. Scheduling of this session will be coordinated when the job offer is extended by the Personnel Department.

II. PROOF OF IDENTITY AND ELIGIBILITY TO WORK

All new employees must present proof of their identity and eligibility for employment in the United States at the time of employment processing. In compliance with the Immigration Reform and Control Act of 1986 all employees shall complete Form I-9 within three days of beginning work with the City. Employees will be advised of this requirement as a condition of employment when the job offer is extended.

Identity and employment authorization may be verified by presenting any of the following original documents:

- A. U.S. Passport
- B. Resident Alien Registration Card
- C. Driver's License with a photo or other photo I.D. and either a Social Security Card or Birth Certificate
- D. Other documents approved by the Immigration and Naturalization Service (INS) and specified in the INS Form I-9

III. EMPLOYMENT DATE

Usually a full time employee's employment date is the first day of work in regular full time status. However, when the first day of a pay period falls on a weekend, holiday or other non-working day and the employee is employed on the first available working day for the job, the employment date will be the first day of the pay period.

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AMENDS/SUPERSEDES SECTION 309, DATED 2/1/90	REFERENCES	APPROVAL
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